

## RECRUITMENT POLICY

### 1. Scope

This policy applies to all staff appointments within the London Borough of Hackney, including secondments, permanent and fixed term contracts and Apprentices. It does not apply to agency workers or contractors. Where the Hiring Manager is looking to recruit an Apprentice, they should read this policy in conjunction with the Apprenticeship Scheme, which is available on the intranet, and also contact the Apprentice Co-ordinator for further advice and guidance.

This policy does not apply to employees based in schools.

### 2. Operating Principles

- 2.1 Recruitment practice will be both lawful and ethical.
- 2.2 The Council will recruit the person most suited to the requirements of the job. Selection will be based on applicants' abilities and individual merit as measured against pre-determined selection criteria; with decisions being made without regard to ethnicity, gender, age, disability, sexual orientation, belief, pregnancy and maternity, gender reassignment, marriage and civil partnership. These are protected characteristics under the Equality Act 2010.
- 2.3 The Council will take a candidate-focussed approach to recruitment, ensuring that the candidates' experience reflects effective and efficient recruitment practice.
- 2.4 The Council aims to increase the number of employees who live within the Borough.
- 2.5 The Council will encourage diversity and promote talent as part of its commitment to improving services and increasing opportunities for all. Recruitment panels will, where possible, reflect the diversity of the workforce and local community.
- 2.6 The Council will encourage conversations about flexible working at recruitment stage to ensure that we recruit from the widest possible market and get the best people, including those who are able to work part time. All jobs are available with flexible working options unless stated otherwise. We encourage working practices that help our employees to achieve a work-life balance.

- 2.7 The Council operates a Guaranteed Interview Scheme therefore disabled candidates who meet all of the essential criteria for the job will be automatically offered an interview. The Council will make reasonable adjustments for disabled staff.
- 2.8 The recruitment process will be sensitive to candidates who have acquired a new gender.
- 2.9 The Council will support the rehabilitation of ex-offenders and not unfairly discriminate against anyone with a conviction.